

Session 5: Module 5 – Nutrition Assessment	
SCRIPT	
Description	Text
1. Intro	Welcome to Session 5 Module 5 of the M-SPIRIT required online training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	<No Text>
3. Overview	The purpose of this module is to provide an overview of the questions found in the Nutrition Assessment section of the M-SPIRIT CGS. These questions use the guiding principles of VENA or Value Enhanced Nutrition Assessment.
	Keep in mind, however, the term VENA is used when describing the whole process of assessment versus this set of questions specifically.
	The goal in VENA is to provide quality, participant-centered services.
	The questions found in the link labeled Nutrition Assessment are designed to assess WIC participant's diet and lifestyle behaviors.
	This helps to strengthen risk assessment by collecting relevant information to be used for individualized nutrition services including education, making appropriate referrals and developing a care plan.
4. Key Practices	Nutrition Assessment questions should be asked with the intent of: Building rapport with the participant so that she is more willing to open up and share her thoughts,
	Using open-ended questions to allow the participant to elaborate with her responses,
	Involving the participant in the process by determining her main health concern,
	Using critical thinking to draw conclusions about nutritional status supported by objective data, observations, experience and reasoning,
	And summarize these key concerns for further discussion with the participant.

5. NA	The nutrition assessment questions are 'umbrella' questions that are meant to lead to further discussion with the participant.
	By "umbrella" questions, we mean that they are broad, open-ended questions.
	CPAs should expect to engage the participant in further discussion when the participant's response indicates a need for further probing.
	It may take a while for a CPA to become familiar with all of the questions and the reason they're being asked. Once that is accomplished, they should feel free to phrase these questions in their own words.
	Also, CPAs may change the order of the questions so that it makes sense to them.
	When using the principles of VENA, the questions can be used as a bridge to more effective nutrition education.
6. NA	We are now going to go through how to complete the Nutrition Assessment section of the CGS.
	We have searched for the Flower family, open Star Flower's folder by double clicking on her name.
7. NA	<No Text>
8. NA	We have already completed the first four sections, so just click Nutrition Assessment.
9. NA	Click the Add Contact button.
10. NA	The Question field is read-only text and displays the appropriate questions based on the participant's WIC category and age.
	This question allows for a free form answer to be typed in. If no answer is typed "None" will display as the default.
	Although the system will let you continue without answering the question, it is required by policy that a response be typed in.
	If no answer is appropriate, type in "n/a" or another similar response, if "None" is displayed, this indicates the question was skipped.
	There is no limit to the number of characters you can type in as a response to a question.
11. NA	<No Text>

12. NA	Good! The number of the question in the sequence out of the total number of questions is displayed on the title bar.
	Also notice the Previous button is now enabled.
	We are going to go through all of the questions in this set.
	This question has a drop down menu and you can only select one response.
	Select "Both" as the response.
13. NA	<No Text>
14. NA	<No Text>
15. NA	<No Text>
16. NA	Excellent!
	To save time, we will insert the free form answer as you click on the answer text box. Keep in mind these are brief responses as an example, your answers may be brief or detailed depending on the discussion with the participant.
17. NA	<No Text>
18. NA	This question allows for multiple responses to be selected, go ahead and select "Multivitamins" and "Runny eggs".
19. NA	<No Text>
20. NA	Details related to the answers should be documented in the SOAP note. For instance, if you selected "medications" as an answer to this question, you may want to specify which medication, associated medical condition and the medical provider details in the SOAP note if you feel this is pertinent to the participants nutritional or health status.
21. NA	Go ahead and follow the prompts to move through the last few questions.
22. NA	<No Text>
23. NA	<No Text>
24. NA	<No Text>
25. NA	<No Text>
26. NA	The last question for all categories is "Do you have any additional questions". Again, the idea is to keep the conversation open-ended and allow the participant an opportunity to guide the interaction.

27. NA	After the last question, there is a list of possible discussion topics. These are meant to trigger ideas for nutrition education appropriate to the age and category of the participant.
	It is not required that these topics be discussed at the certification, but rather serve as a prompt if no other topics are naturally discussed in the course of the assessment.
	Although these topics may be “selected” this is NOT where nutrition education documentation should be done.
	Education should be documented in the Nutrition education section which will then load into the SOAP note, we will discuss this in another lesson.
28. NA	The potential referrals are listed last. Again, they are here to serve as a prompt for staff to consider appropriate referrals for the participant.
	At least one referral must be made at certification unless there are no referrals appropriate or they have all been exhausted.
	If a referral is made it should be documented in the referral section which will load into the SOAP note, or they may be written directly into the SOAP note.
	If no referral is made, this must also be documented, with a reason.
	This list is NOT all inclusive. Many local agencies have their referral list individualized in the referral tab. The State office may update your list as requested.
29. NA	The Finish button allows you to save the Nutrition Assessment responses and exit the contact at any time.
	You do not have to complete the questions to finish the contact.
	This provides flexibility since you can open and close the Nutrition Assessment contact at any time during the CGS so that responses gathered during different CGS activities can be documented as needed.
	Click Finish now.
30. NA	<No Text>

31. NA	Now all of the questions and answers can be viewed in the window.
32. NA	The questions that were skipped state "None", which we stated earlier is not an allowable response.
	The Edit Contact button, which becomes enabled once a contact is added, is only available on the date the Nutrition Assessment contact is created.
	It is also only enabled in the CGS when the contact is added in the CGS. You cannot edit it from the Participant Folder.
	The Edit function allows you to return to a Nutrition Assessment contact and complete questions as needed during the certification process.
	Click Edit Contact.
33. NA	Very good. Click Next until you get to question 4.
34. NA	<No Text>
35. NA	<No Text>
36. NA	We are going to type in a response here for question 4 as an example of how the questions may be edited.
37. NA	Click Next.
38. NA	Click Finish.
39. NA	Now you can see the response "soccer" we typed in under the fourth question.
	We are going to close Star's CGS now.
40. NA	On this screen in the CGS you can see the Nutrition Assessment link has a check next to it. This indicates that the section has been completed. Close the CGS.
41. NA	The questions that were just answered in the CGS are also now visible under the Nutrition Assessment Tab in the participant folder. Click the icon to Close the participant folder.
42. NA	Now we are going to open Moon Flower's folder and show you some other functions in Nutrition Assessment.
	Double click on Moon Flower.
43. NA	Remember, we have to go into the CGS to enter a Nutrition Assessment contact since Moon Flower is not currently in a certification, she has only been pre-screened.

44. NA	Notice there are no sections in Moon's CGS that have checks next to them, this indicates that none of the sections have been completed yet.
	In the CGS you do not have to complete the sections in order, so we are going to go ahead and just start a Nutrition Assessment contact.
45. NA	Let's start a new contact for Moon.
46. NA	Notice the Copy Answer From Other Household Member button is enabled.
	This button is a shortcut that allows you to copy another household member's response for the same question.
	Do you remember that we answered this same exact question in Star's
	Nutrition Assessment section?
	It is only enabled if the text of a question is exactly the same... ...and another member of the household has already "finished" a
	Nutrition Assessment contact on the same date.
	Although some questions may appear the same, if they have different risk factors associated with them, they aren't exactly the same, and the button will not be enabled.
	Click the Copy Answer From Other Household Member button.
47. NA	The Copy Answer window displays all the responses already saved on the same day.
	If there was more than one response for the same question from
	Nutrition Assessment contacts created today, they would all be listed and you would be able to select the answer that is applicable.
	There would only be multiple responses possible if several family members had contacts on the same day. We only see one here because only Star's assessment has been completed today.
	Once the response is highlighted, which it already is, you can click the OK button to insert the answer.
48. Na	Note that you can still modify the answer if you need to. Click Next.
49. NA	Notice on this question, the Copy Answer from Another Household Member is not present. Click Next.
50. NA	Let's copy the answer to this question from Star's Nutrition Assessment. This may save time when you have multiple children in the same family being assessed on a given day.

51. NA	Click OK.
52. NA	In all of the questions with a free form answer option the Risk Factor assignment section is enabled.
	We do not recommend assigning risk codes in this section.
	There is another section specifically for risk code assignment.
	However, for now, click on the Add button under Risk Factors.
53. NA	<No Text>
54. NA	Now you can see all of the risk codes possible for this participant are listed and may be selected.
	Assigning risk codes in this section is not ideal as it is more difficult to edit the codes after the CGS is completed. Deleting and adding codes is easier in the risk code section.
	In addition, it is only a CPA who may assign risk codes, and only CPAs have access to the risk code assignment section.
	We will further discuss risk codes in another lesson.
	Click cancel to close this window.
55. NA	Click Finish.
56. NA	Like the Edit button, the Delete Contact button becomes enabled once a contact has been added and is only available on that date. Once all of the CGS is complete you will not be able to edit or delete the contact.
	Go ahead and click the Delete Contact button.
57. NA	Confirm you want to delete by clicking Yes.
58. NA	<No Text>
59. NA	We are finished with the Nutrition Assessment Questions for this family.
60. NA	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website. You may also call the state Public Health Nutritionists to clarify any questions specifically about nutrition assessment and VENA.
61. Questions	This concludes the training for Session 5 Module 5.